

**INDIANA DEPARTMENT OF TRANSPORTATION  
INDIANAPOLIS, INDIANA 46204-2249  
INTER-DEPARTMENTAL COMMUNICATION**

\_\_\_\_\_, 20\_\_\_\_

**MEMORANDUM**

**TO:**

\_\_\_\_\_  
Manager, Environmental Services Section  
Environment, Planning and Engineering Division

**THRU:**

\_\_\_\_\_  
Section Manager, Design Division

**FROM:**

\_\_\_\_\_  
Project Manager, Design Division

**SUBJECT:**   Underground Storage Tanks Removal

Route: \_\_\_\_\_ Des. No.: \_\_\_\_\_  
Project No.: \_\_\_\_\_: PE   County: \_\_\_\_\_  
Description/Location:

Transmitted herewith is one set of plans for the above referenced project.

This project has underground storage tanks to be removed at the locations as follows:

Station: _____	Offset: _____	left	_____	right
Station: _____	Offset: _____	left	_____	right
Station: _____	Offset: _____	left	_____	right

Please provide the list of pay items and required special provisions. Also provide us with any additional details that may be needed to accomplish the task.

If you need any further information, please contact me at \_\_\_\_\_ or e-mail.

Attachments/Enclosures

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_:\_\_\_\_\_

cc: \_\_\_\_\_